

MONTANA STATE PRISON
600 Conley Lake Road
Deer Lodge, Montana 59722
Internal/External

Job Title: Food Service Supervisor(Bakery Mgr)	Pay Grade: Band 4
Position Number: 67018	Salary: \$11.432 -\$14.28/hr
Class Code: 317458	Status: Permanent/Full-time
Department: Corrections	Bargaining Unit: MFSPE
Division: Montana Correctional Enterprises	Shift: 9:00 a.m. - 5:00 p.m.
Location: Deer Lodge, MT.	Hours: Thursday - Monday
Supplement Required: No	

Application Deadline: Submit a State of Montana Application and completed Criminal Background and Reference Authorization form to any local Job Service Office or the Montana State Prison, Personnel Office, 600 Conley Lake Road, Deer Lodge, MT 59722. **THIS POSITION IS OPEN UNTIL FILLED. Applications will be reviewed weekly.**

Special Information: Upon employment, successful completion of Basic Pre-Service Training for Prison employees. Must be able to respond in the event of an emergency, able to work under stressful and potentially dangerous conditions. TB testing is required. Montana State Prison is a tobacco free institution.

Typical Duties: Supervises an inmate work crew in the production of baked goods; plans and implements product schedules; trains inmate work force in maintenance of health and sanitation standards. Checks accuracy of all incoming and outgoing stock in storeroom; submits reports concerning meal requisitions; supervises inmate work in proper rotation and storage of food products. Provides support for kitchen Food Service Supervisor's; communicates with Food Service Director and co-workers on menu, diet requirements, menu changes and availability of supplies.

Qualifications: This position requires considerable knowledge of modern principles, practices, procedures and chemistry used in large scale baking and food preparation techniques; considerable proficiency in the operation, maintenance and cleaning of commercial food service equipment. Must have the ability to deal effectively with and convert recipes, weights and measures; to deal effectively with receiving, shipping and delivery tickets; to maintain effective working relationships with other employees, inmates and staff; to communicate effectively orally and in writing; to act with initiative, good judgement and with a minimum of supervision; to follow written and oral instructions and to perform accurate and thorough work.

Education & Experience: The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to graduation from high school or a GED, successful completion of a vocational training program in bakery operation, and/or three years institutional, commercial or retail baking experience.

Immigration and Control Act: In accordance with the Immigration and Control Act, the person selected must produce within three (3) days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

Compensation: This position is classified as a Band 4 on the state's general pay matrix. The current annual salary is \$23,774. Full-time state employees are also provided paid health, dental and life insurance. Other benefits include a credit union, a deferred compensation program, Public Employee's Retirement System, 15 working days annual leave, 12 days sick leave per year, paid holidays, and up to 15 days military leave with full pay per year.

Reasonable Accommodations: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed.

Montana Compliance with Military Selective Service Act: You will be required to produce documentation showing you have complied with the Federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service or a letter from Selective Service that shows you were not required to register.

Application and Selection Process: Selection procedures to be used in evaluating applicants' qualifications may include an evaluation of the Montana State Application form; a structured interview; a performance test; reference checks and a background investigation. Application materials required are: Signed and complete State Application for Employment, (PD-25, Rev 6/91). Applicants claiming the Veteran's and Handicapped Person's Employment Preference (see State Application for Employment, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the SRS certification of Disability form.

This job posting is an advertisement for the solicitation of applicants for the position. It is not intended to represent a contract between the employer and the applicant selected.

Late or incomplete applications will be rejected.

The application materials will be reviewed by a panel of job experts. Applicants will be notified of further selection procedures. A behavioral interview may be a part of the selection process.

**DEPARTMENT OF CORRECTIONS
AUTHORIZATION TO RELEASE INFORMATION**

Applicants Name: _____
(please type or print)

Other Names Used: _____

Social Security Number: _____

Date of Birth: _____

TO WHOM IT MAY CONCERN:

As an applicant for a position with the Department of Corrections, I am required to furnish information for use in determining my past work record.

I hereby authorize the Department of Corrections to contact any or all of my present or past employers and/or personal references. I also authorize the Department to conduct a criminal background check via a law enforcement agency and an abuse, neglect or mistreatment check through the Department of Public Health and Human Services. I release the Department, these employers and/or references from any liability which may relate to the information provided to the Department of Corrections. I understand that the purpose of this background check is for employment purposes only.

Have you ever been convicted of Domestic Abuse, either a Felony or Misdemeanor? If your answer is yes, please provide the date of the conviction and the jurisdiction in which the conviction occurred.

This authorization shall be valid and effective for one year from the date signed.

Applicant's Signature: _____

Date: _____